

# USER MANUAL

Reasonable Software House Limited

Hong Kong | Shenzhen | Guangzhou | Beijing | Shanghai | Taipei | Singapore

Spread 6.0

## Content

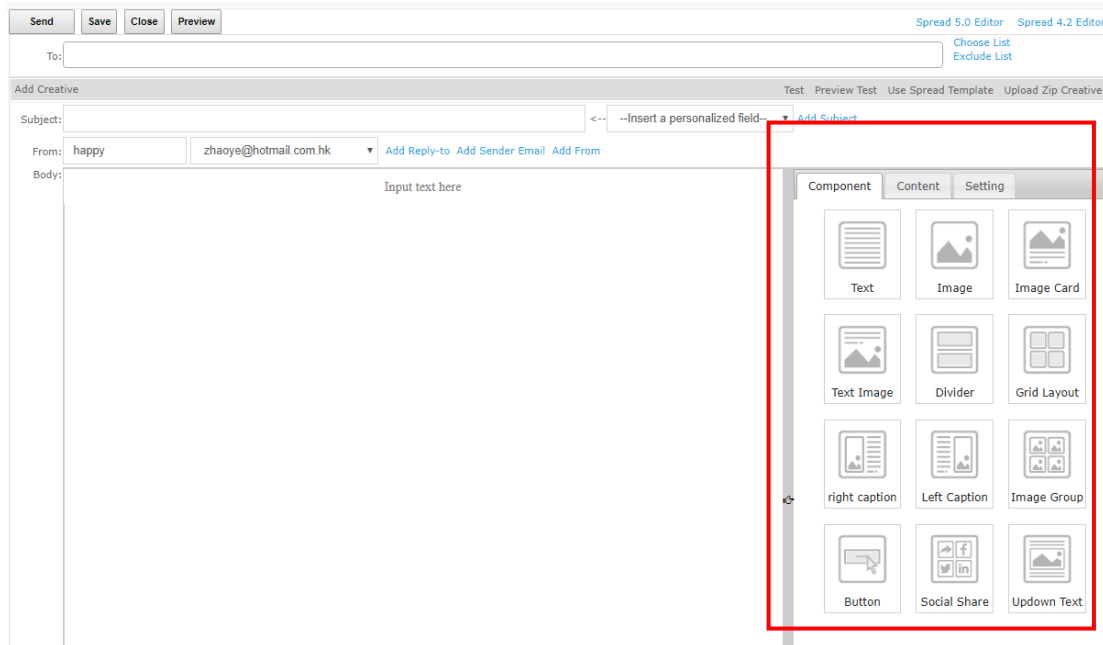
Create Campaign .....	3
What You See Is What You Get Editor.....	3
Add Pictures .....	5
Grid Layout .....	8
Add URL (Image and Button).....	9
Copy, Move and Delete component .....	10
HTML Upload.....	12
Personalized Email Content.....	13
Functional Button.....	14
Share to Social Media Button.....	15
Add Attachment .....	16
Preview .....	18
A/B Testing .....	19
Scheduling .....	20
Set Trigger .....	21
Publish .....	24
Send test email.....	25
Use Free Template .....	26
Manage contact list.....	27
Upload Contact.....	27
Export Active Contacts .....	28
Do Not Mail List/Activate .....	30
Report.....	32
Get Multi-Report .....	32
Get Report on Open by Hour/Day Report for One Campaign.....	34
Report on Reasons of Bounce; Export Bounce Contact List.....	36

Create subscription box & signup form.....	37
Create Newsletter Subscription Box .....	37
Create Subscription Form.....	39

# Create Campaign

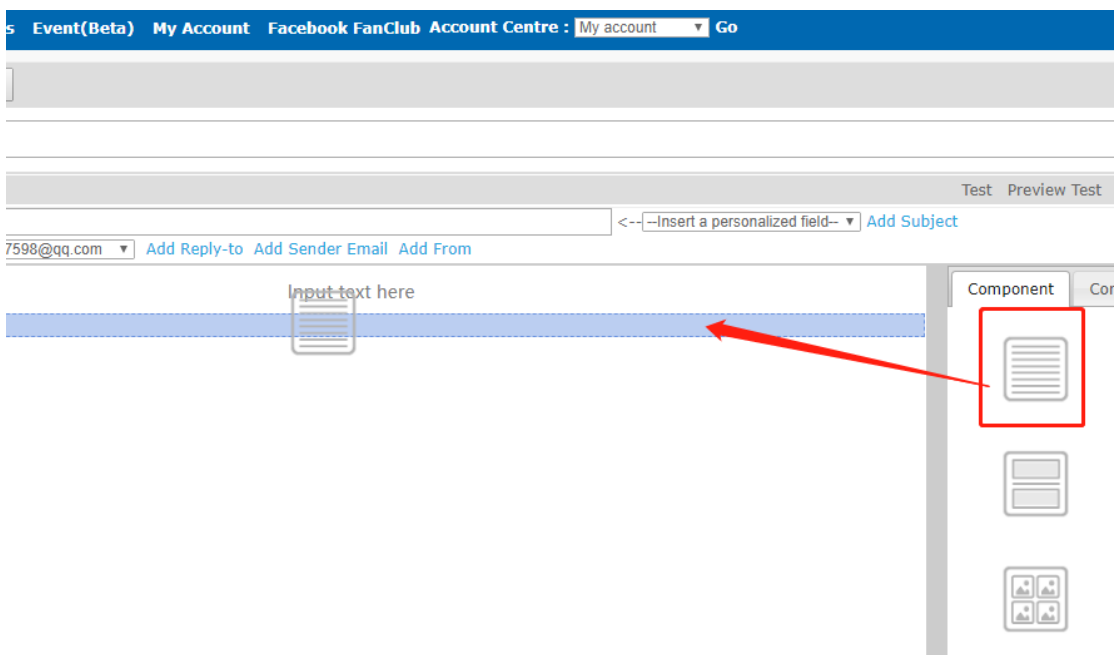
What You See Is What You Get Editor

- 1) Drag and drop any components you want to add

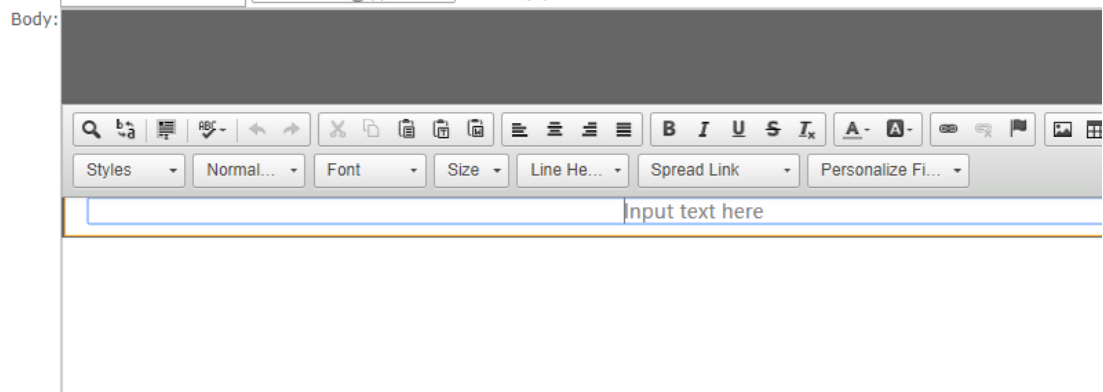


For example:

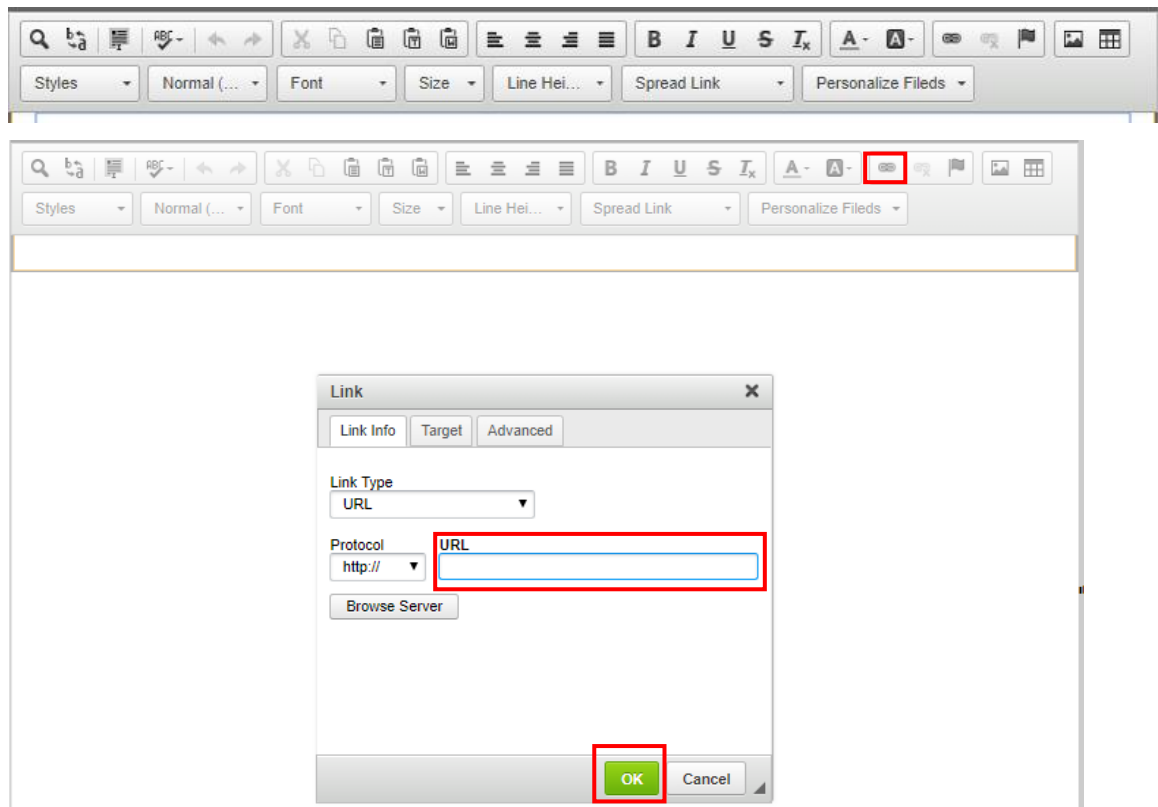
- 2) Drag the Text field and drop it when a blue bar appears



3) Input the content

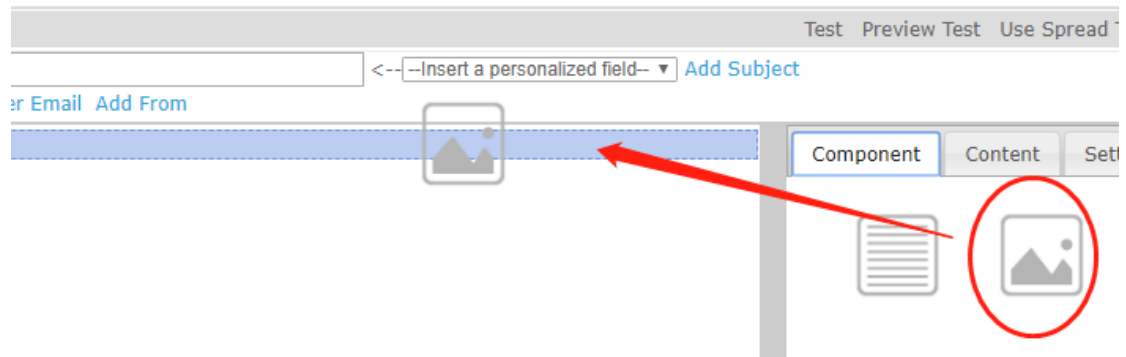


4) Change the text style and add URL in the Text Editor Bar

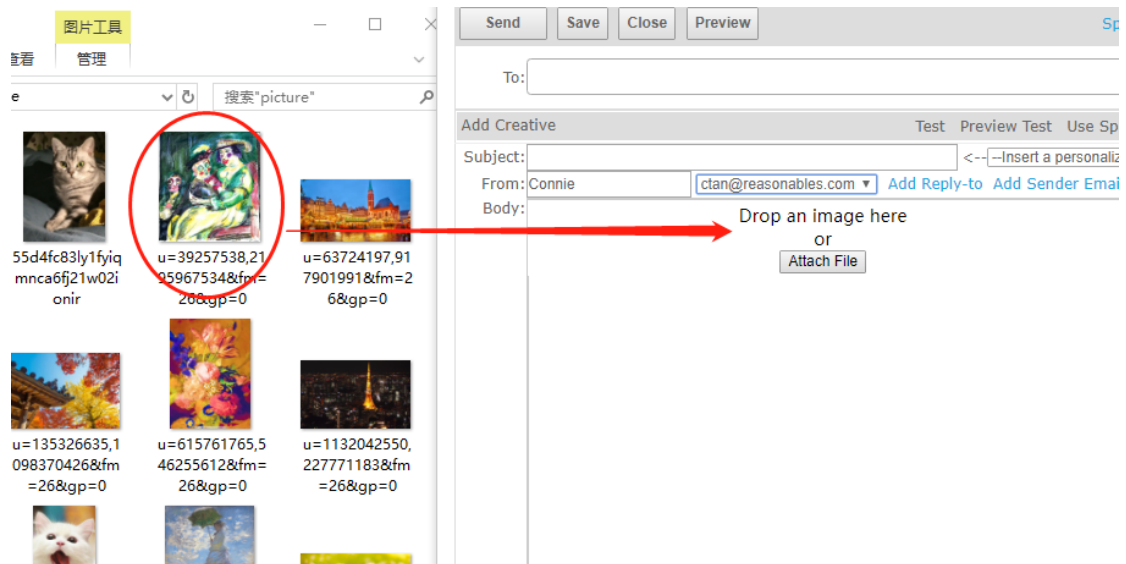


## Add Pictures

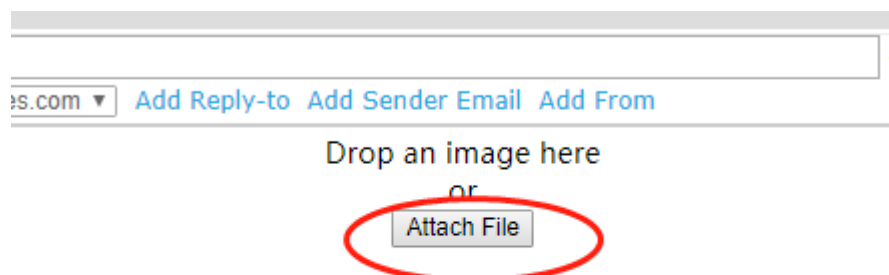
- 1) Drag the "Picture" component to drop when blue bar appears



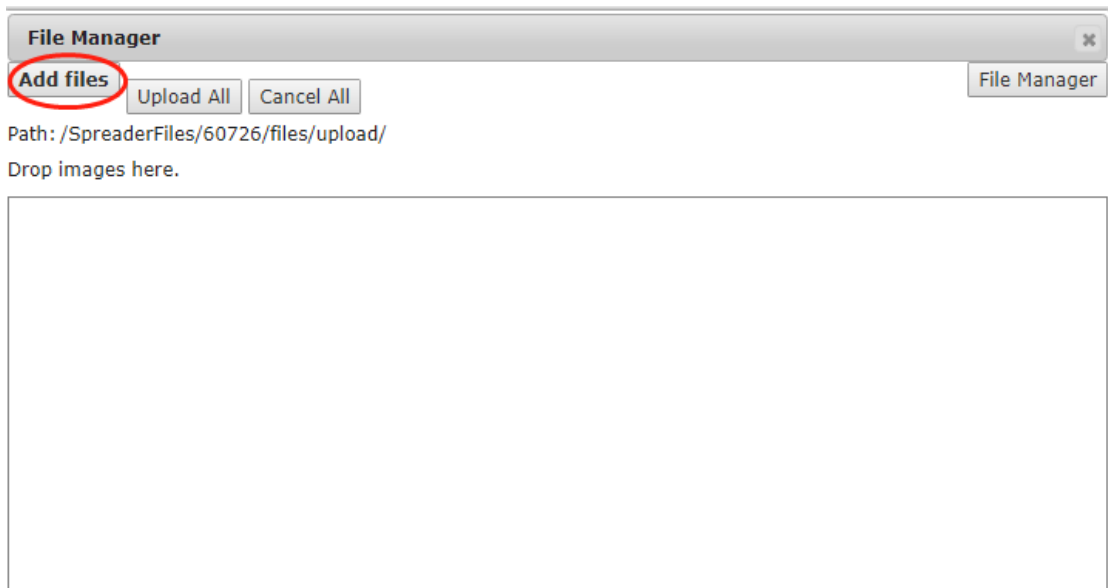
- A. Drag the picture to the content from PC directly



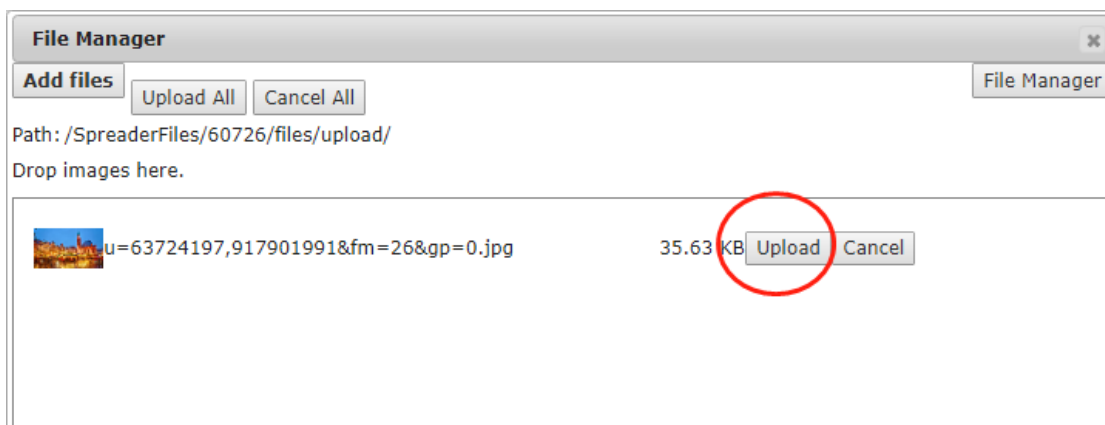
- B. Click "Attach File"



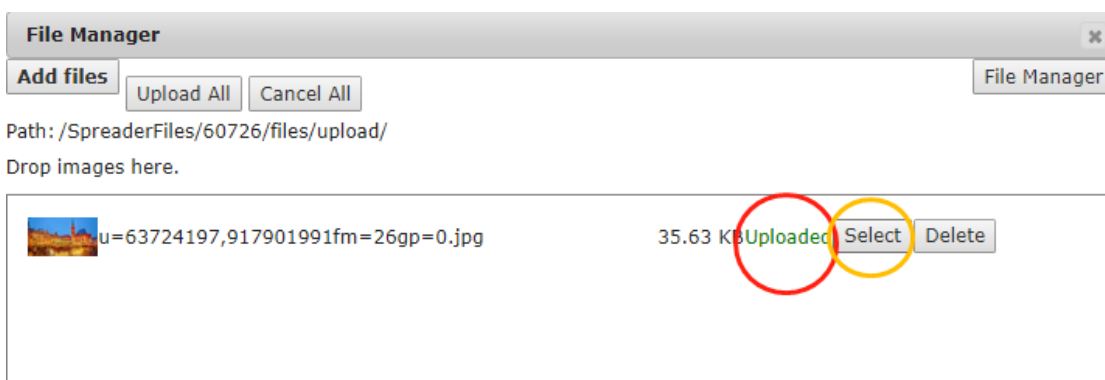
- 1) Click "Add Files" and choose the pictures from PC



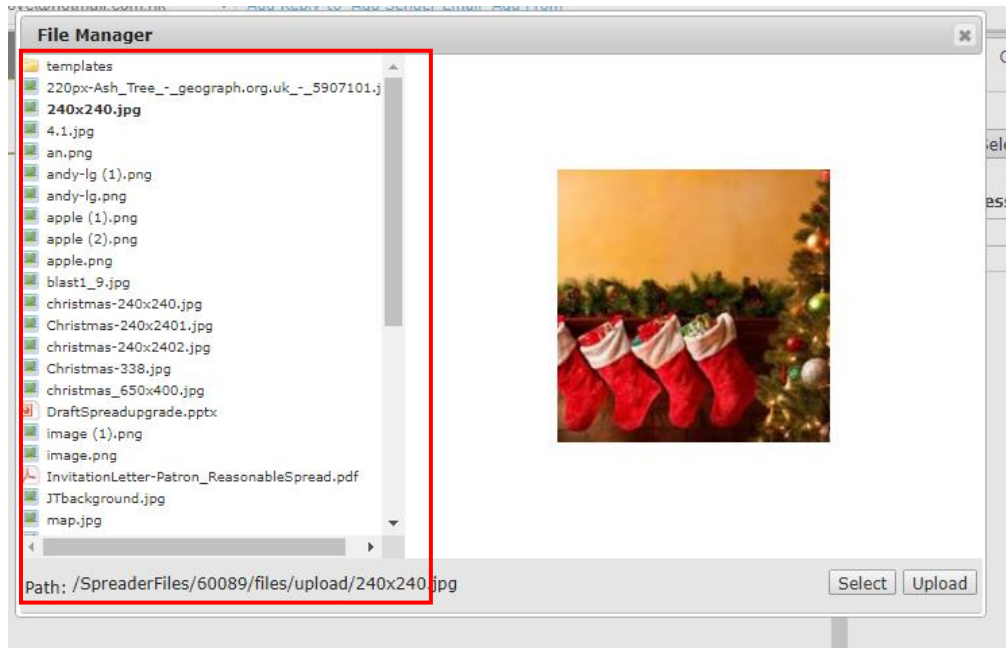
- 2) Click "Upload"



- 3) Click "Select"



C. If you have already uploaded pictures to your file manager, you could just “Select” it



✧ Picture size Limitation:

Upload to File Management: 1M

Drag and Drop: 4M

✧ The File Manager can storage total 200M file.

Even if the File Manager has no storage, Client still can add new pictures to a Campaign by “drag” from computer

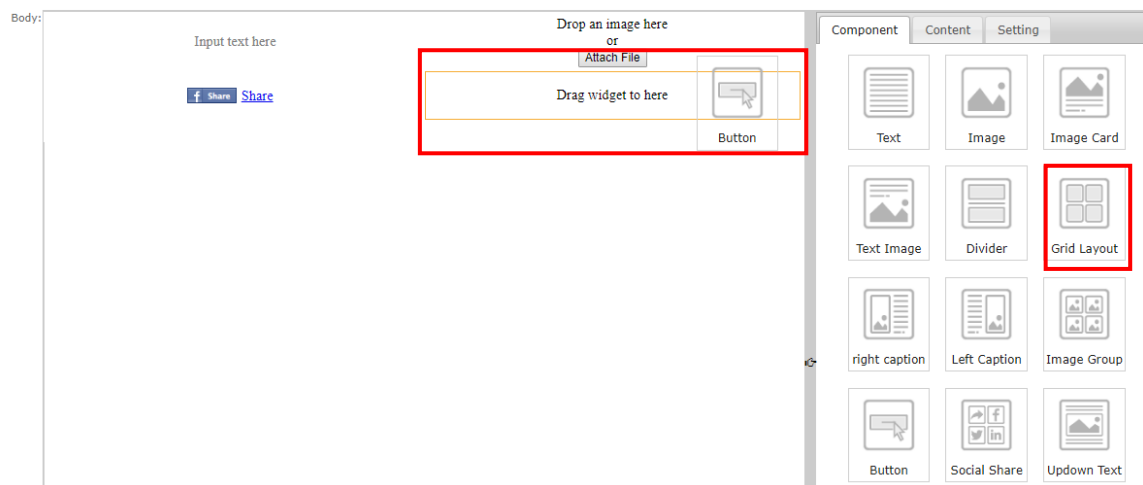


## Grid Layout

- 1) Drag and drop the component “Grid Layout”
- 2) Set the Grid Layout Style



- 3) Click “Component” and select components you would like to combine
- 4) Drop until a box with orange outline appears.



- 5) Edit the components.
- 6) Click “Finish”.

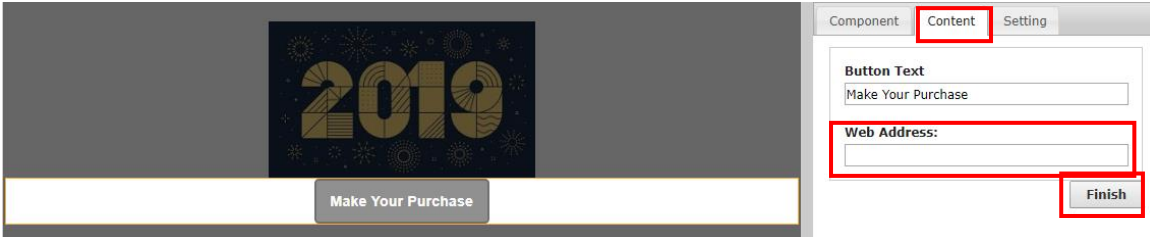
## Add URL (Image and Button)

- 7) Click on the component
- 8) Click "Content"
- 9) Enter the URL
- 10) Click "Finish"

Body:



The screenshot shows a design tool interface. On the left, a banner is displayed with a dark blue background featuring the year '2019' in large, stylized gold letters. Below the banner is a grey bar with a 'Make Your Purchase' button and a 'Share' button. On the right, a sidebar is open to the 'Content' tab. It shows a '2019' image with a 'Select Image' button. Below that is a 'Web Address:' text box, and at the bottom right is a 'Finish' button. Red boxes highlight the 'Content' tab, the 'Web Address' field, and the 'Finish' button.



This screenshot shows the same design tool interface as above, but with the 'Make Your Purchase' button selected. The sidebar is still on the 'Content' tab, showing the 'Web Address:' field and the 'Finish' button. Red boxes highlight the 'Content' tab, the 'Web Address' field, and the 'Finish' button.

## Copy, Move and Delete component

- 1) Copy, move and delete component using the button in the upper right side of each component



- 2) To move the component, click the button below and hold it until a grey bar appears



- 3) Drop it to the position you want until a blue bar appears



- 4) To delete component, click the button for delete and click "OK" in the pop-up banner.

app1.rsprad.com says  
Are you sure to delete the Component?

OK Cancel

Save Close Preview


active

to: <-- --Insert a personalized field-- >

cc: happy zhaoye@hotmail.com.hk Add Reply-to Add Sender Email Add From

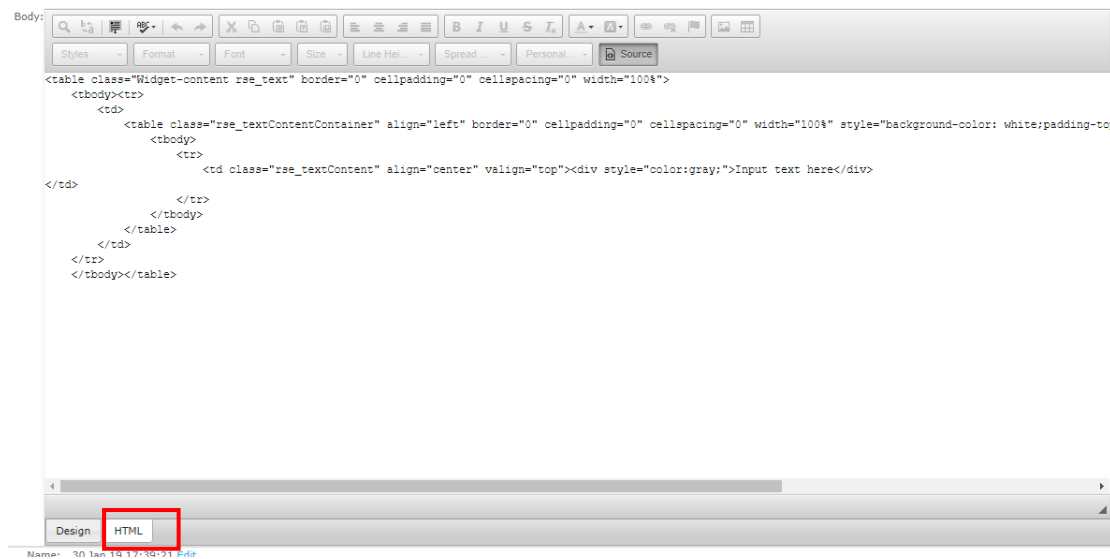
Input text here

Input text here



## HTML Upload

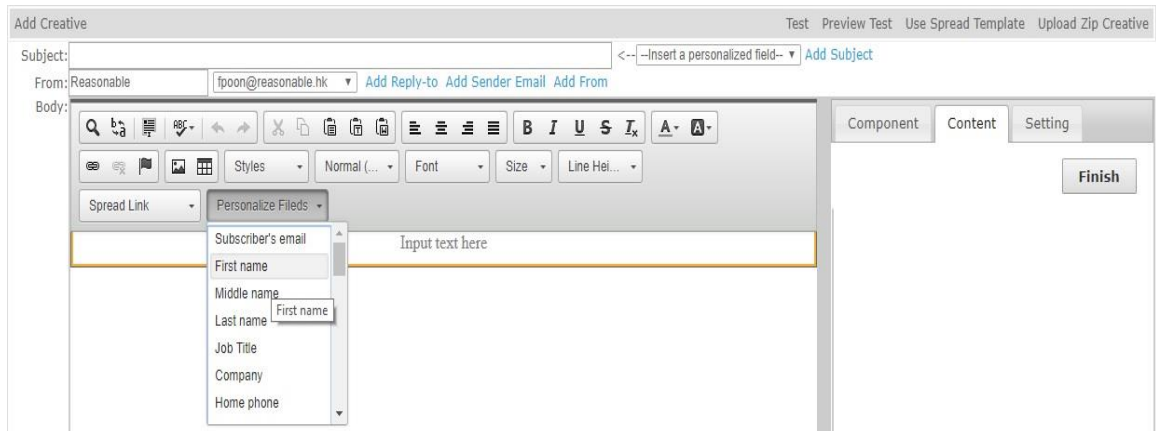
- 1) Click “HTML” in the bottom of the Smart Editor.



- 2) Hold “Ctrl” and “A” to select all unwanted code. Press “Delete”.
- 3) Paste your HTML.
- 4) Click “Design” to view the layout.

## Personalized Email Content

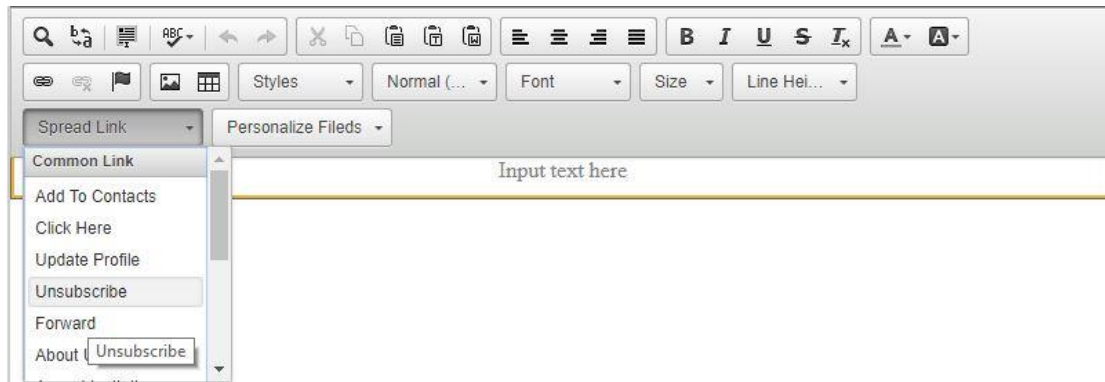
1) Click the drop-down list “Personalized Fields” and choose from it.



✧ Please refer to the part “Upload Contacts”.

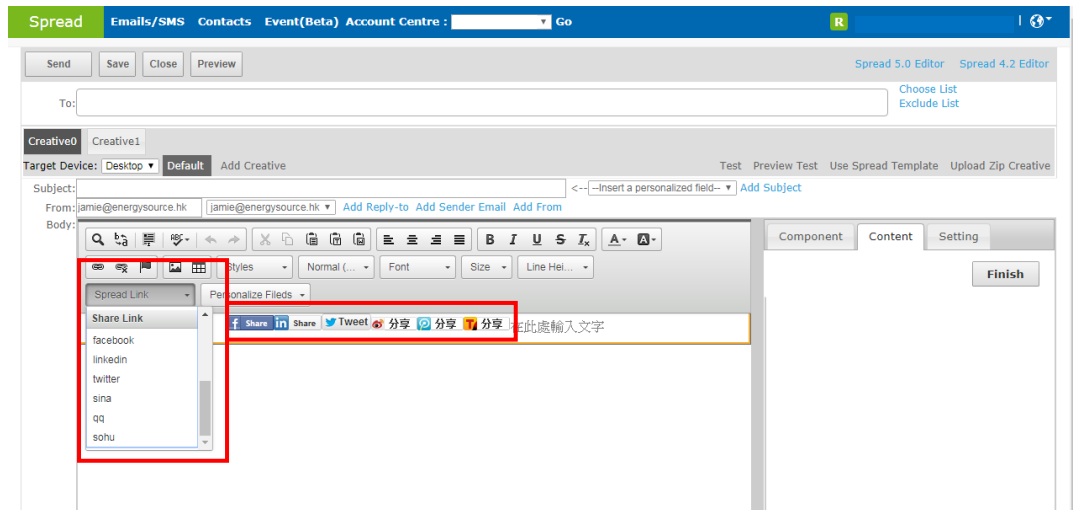
## Functional Button

1) Click the drop-down list "Spread Link" and choose from it.



## Share to Social Media Button

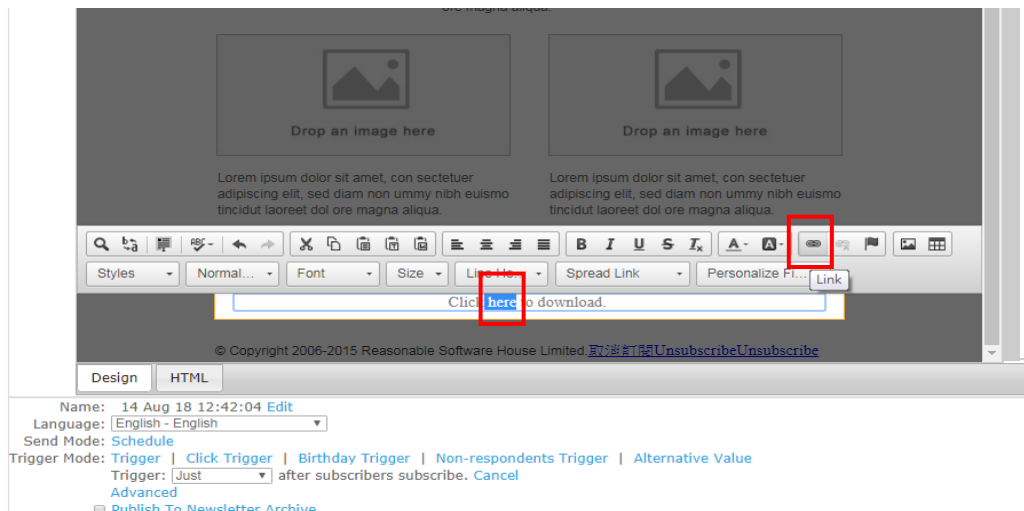
- 1) In text component, click the drop-down list "Spread Link" in Word Editor.
- 2) Scroll down and choose from it.



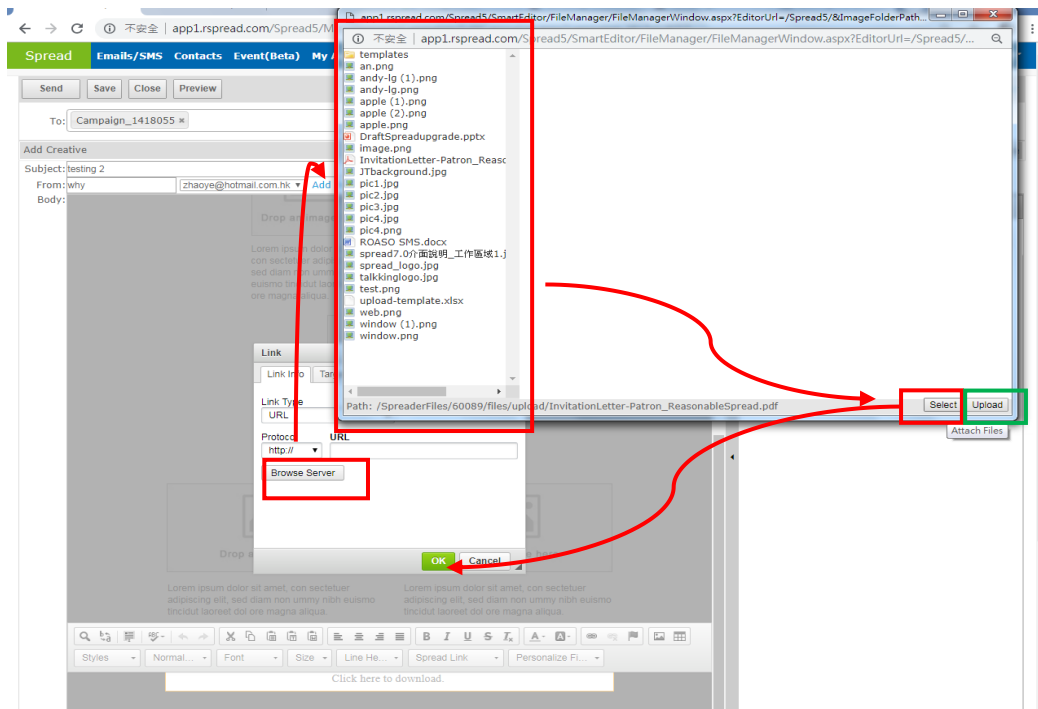


## Add Attachment

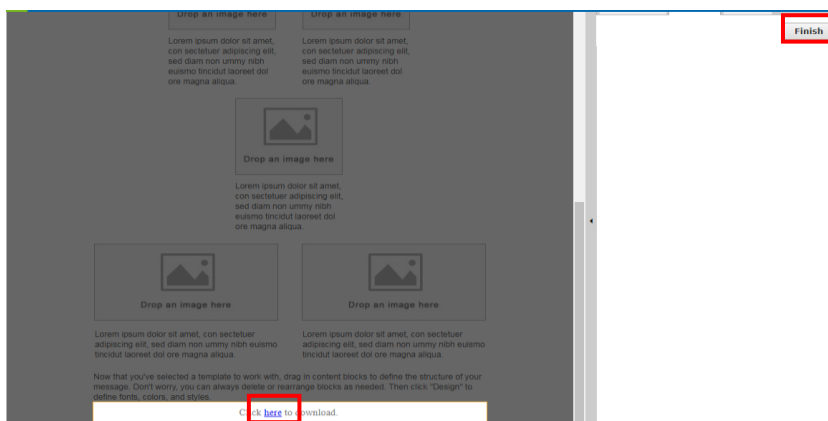
- ✧ Currently we do not support attachment for edm. It's not suggested to send attachment through edm, as it might increase the spam rating by ISP. You may try the walk around solution by upload the attachment to system, attach the hyperlink and let recipients click to download the file.
  - ✧ File size smaller than 1M is supported.
- 1) Highlight the text you would like to hyperlink.
  - 2) Click "Link"



- 3) Click "Browse Server" in the pop up window.
- 4) Select the file you would like to attach on the left OR upload the file as the way you upload image.
- 5) Click "OK".

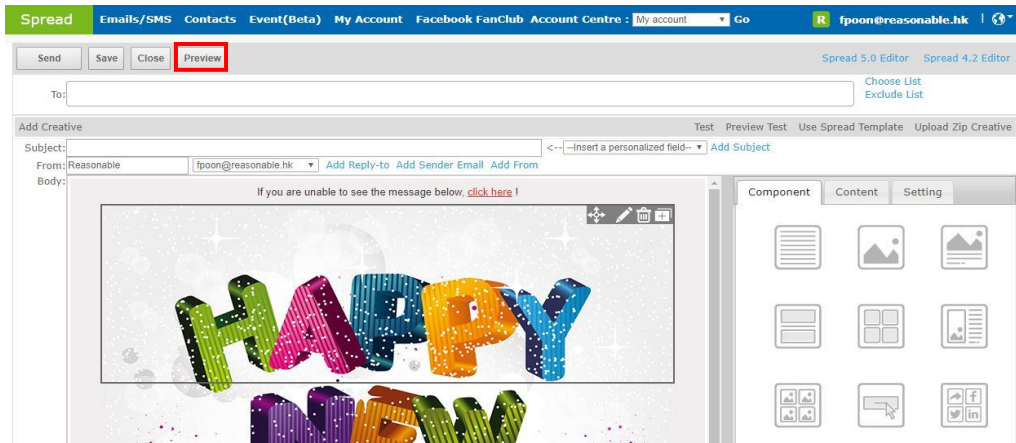


6) Click "Finish".



## Preview

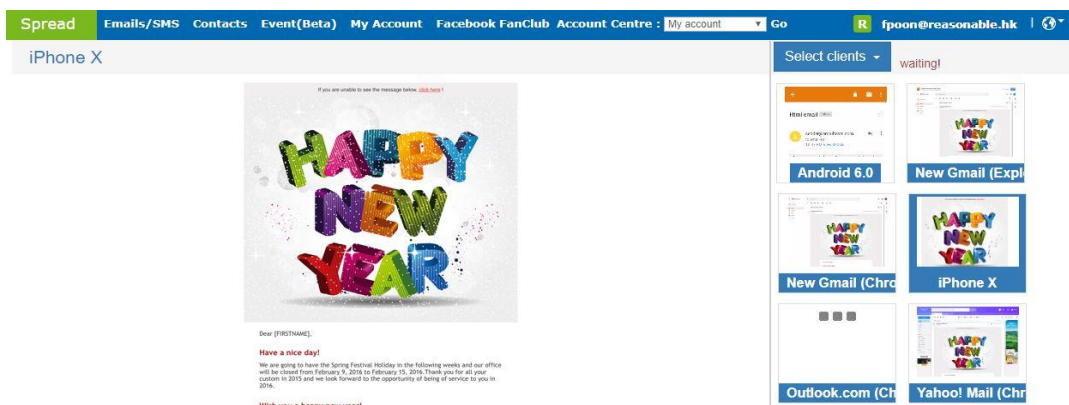
- 1) Click "Preview" on the right.



- 2) Check on either "Desktop/Mobile Preview" to see different formats

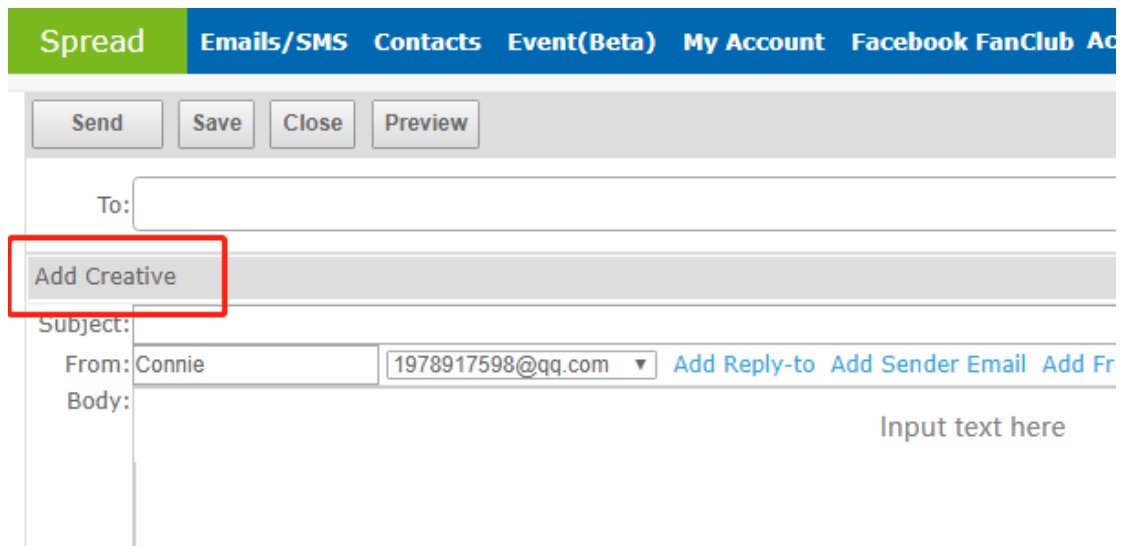


- 3) By clicking "Advanced Preview", you can see the email preview in different devices and different mailbox service.



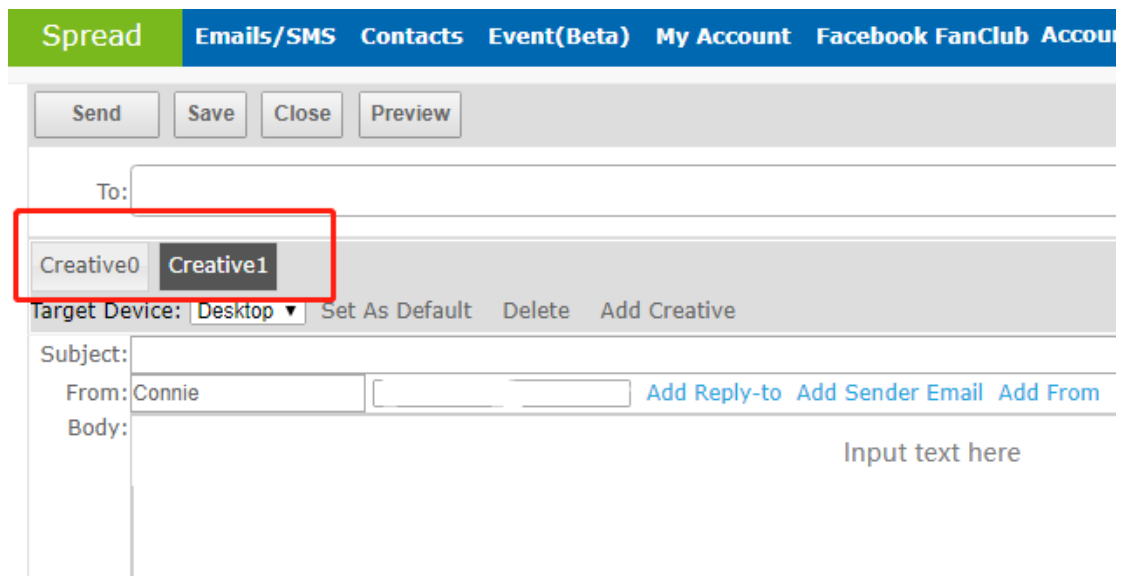
## A/B Testing

- 1) In Smart Editor, click “Add Creative” on the left



The screenshot shows the top navigation bar with 'Spread' in green and 'Emails/SMS', 'Contacts', 'Event(Beta)', 'My Account', 'Facebook FanClub', and 'Account' in blue. Below the navigation bar is a toolbar with 'Send', 'Save', 'Close', and 'Preview' buttons. The main form area includes a 'To:' field, a highlighted 'Add Creative' button, a 'Subject:' field, a 'From:' field with 'Connie' and '1978917598@qq.com' (with a dropdown arrow), and a 'Body:' field with the placeholder text 'Input text here'. There are also links for 'Add Reply-to', 'Add Sender Email', and 'Add From'.

- 2) Change the subject, the sender name and/or email design in “Creative 1”.
- 3) Shift between creatives using the button on the left.
- 4) The system will randomly send out one creative to contacts in a list.

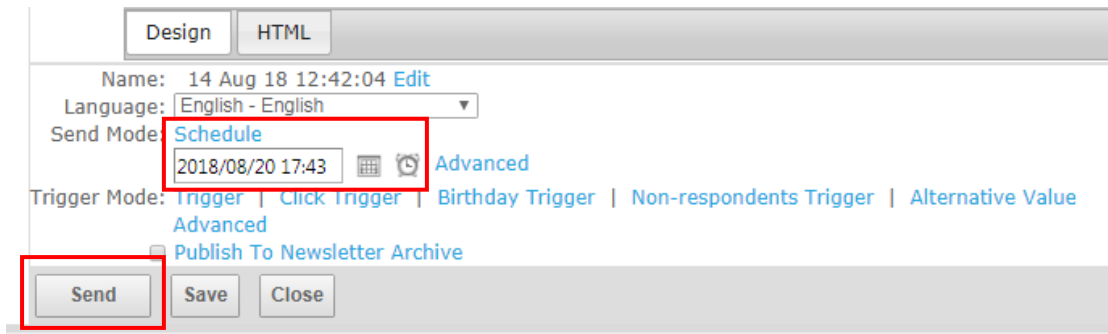


The screenshot shows the same interface as above, but with the 'Creative0' and 'Creative1' buttons highlighted by a red box. The 'Creative1' button is currently selected. Below the buttons, there is a 'Target Device:' dropdown menu set to 'Desktop', and links for 'Set As Default', 'Delete', and 'Add Creative'. The 'From:' field now has an empty input box next to 'Connie'. The 'Body:' field still contains the placeholder text 'Input text here'.

## Scheduling

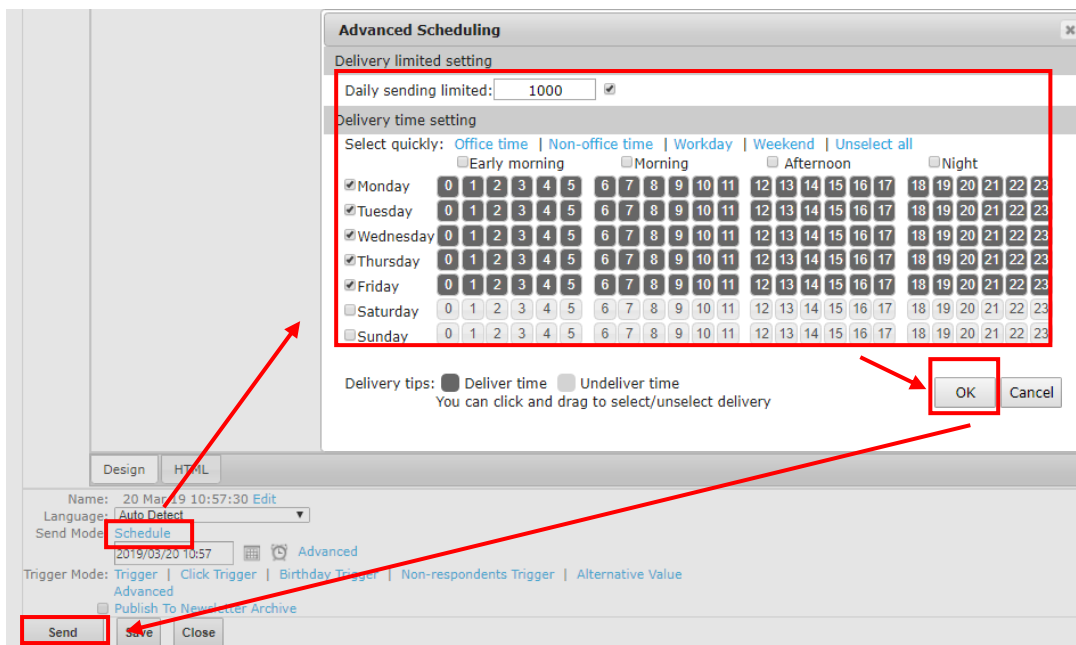
### A. To send emails at one moment

- 1) In Smart Editor, click “Schedule” in the bottom and choose the time you would like to send.
- 2) Click “Send”.



### B. To send emails within a period

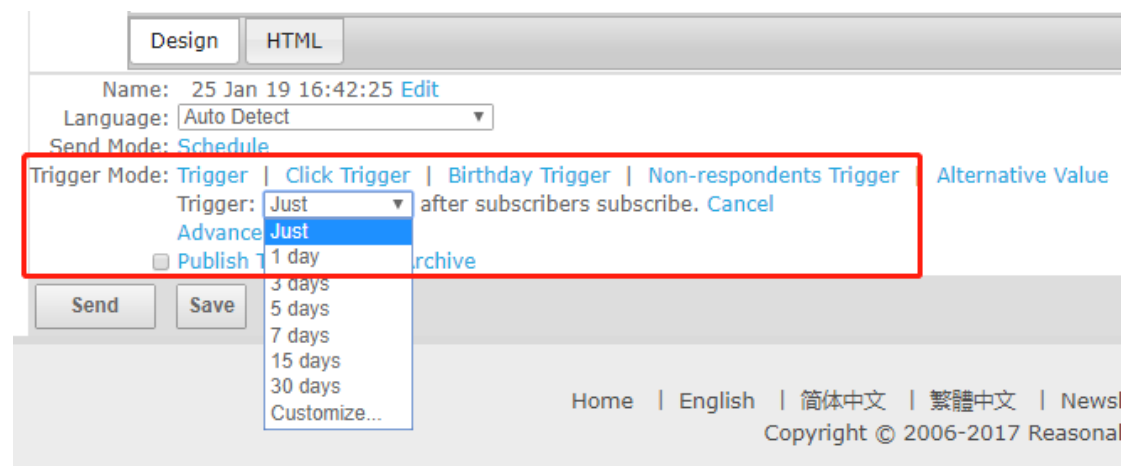
- 1) Click “advanced”.
- 2) A timetable pops up. Select the timeslot(s) you would like to send emails and decide whether a daily sending limit is set.
- 3) Click “OK” and “Send”.



## Set Trigger

In the bottom of Smart Editor, click:

- A. *“Trigger”*: trigger the email after subscribers sign up.



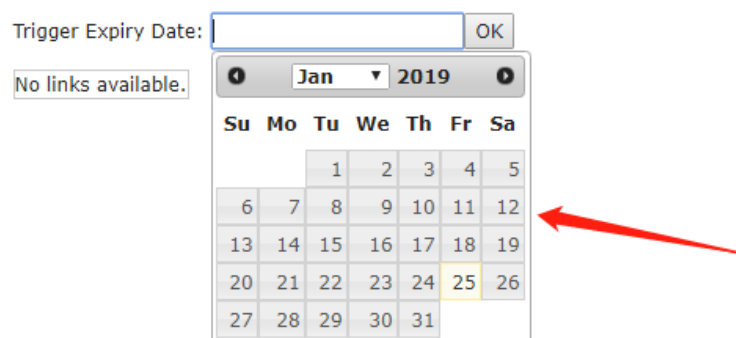
- 1) Decide when to trigger.
- 2) Click “Send” to activate the campaign.

- B. *“Click trigger”*: a follow-up email will be triggered when the recipient clicks a link in the email.

- 1) Decide “Trigger Expiry Date”.

## Trigger Link Manage

Tip: if you enable “Trigger” and subscriber clicked the link ,system will send a pre-defined campaign as once.



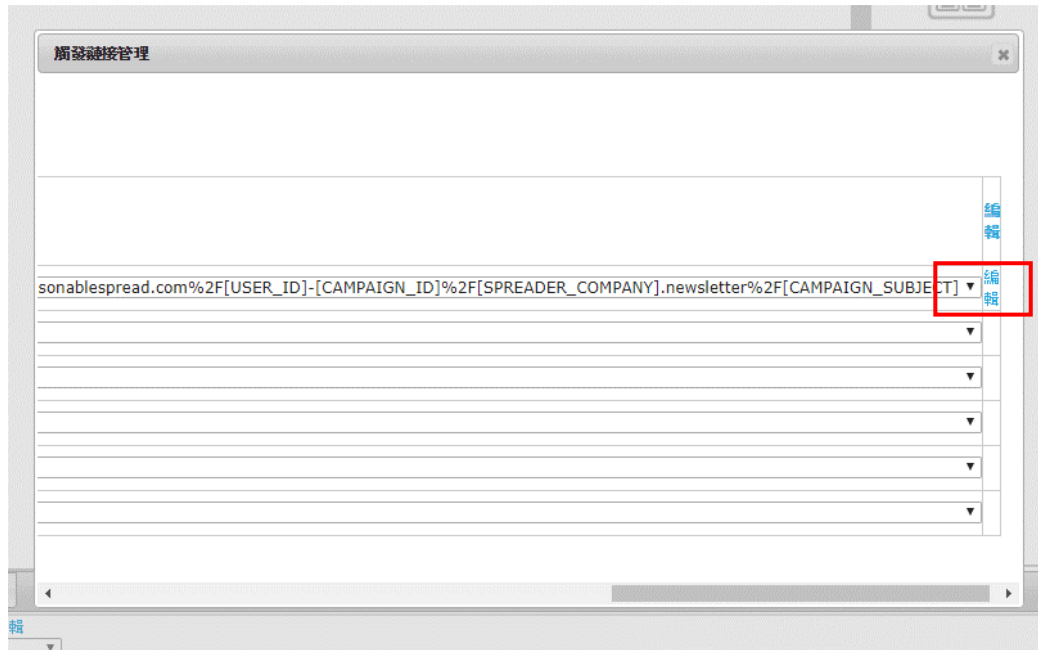
- 2) Tick the trigger box of the link and then confirm.



- 3) A triggered campaign named "UrlClicked\_xxx" will automatically generated and shown in the home page with all campaigns.



- 4) Go to the triggered campaign and edit it.

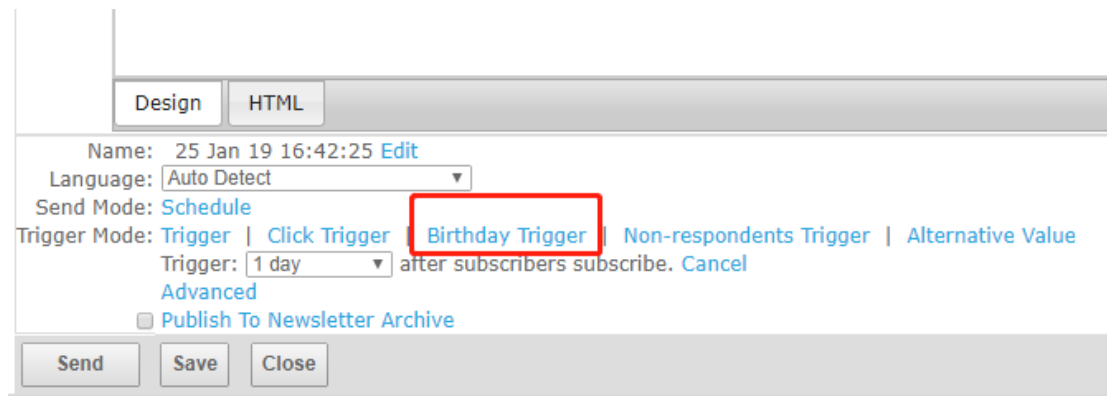


5) Click "Send" to activate the triggered campaign.

C. *Birthday Trigger*

1) Click "Birthday Trigger" and fill in the information accordingly.

2) Click "Send" to activate the campaign.





## Publish

- 1) Click "Publish" in the bottom of Smart Editor.

Design HTML

Name: 25 Jan 19 16:42:25 [Edit](#)

Language:

Send Mode: [Schedule](#)

Trigger Mode: [Trigger](#) | [Click Trigger](#) | [Birthday Trigger](#) | [Non-respondents Trigger](#) | [Alternative Value](#)


Trigger:  after subscribers subscribe. [Cancel](#)

[Advanced](#)

Publish To Newsletter Archive

Send Save Close

- 2) When it publishes successfully, a pink symbol is shown in the row of that campaign in home page. Click it to view the email in archive.

24 Aug 18 11:30:38	testing		8/25/2018 12:38:16 PM	0	0	0	0	0	0
--------------------	---------	---	-----------------------	---	---	---	---	---	---

- 3) click "Unpublish" on the right in the report page if the email is not needed to be searched by search engines.

Spread Emails/SMS Contacts Event(Beta) My Account Facebook FanClub

Campaign: 24 Jan 19 18:25:41

[Unpublish](#) [Copy & Create](#) [Export to PDF](#) [Exp](#)

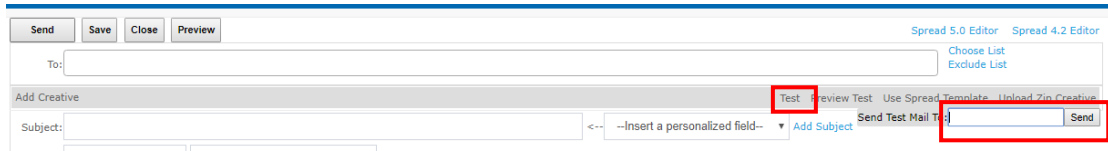
Subject: mid autumn day sa  
From: Connie <>

Design HTML

- ◇ Google's policy is to remove data in 30 days, so even you clicked unpublish, you still need to wait for 30 days.

## Send test email

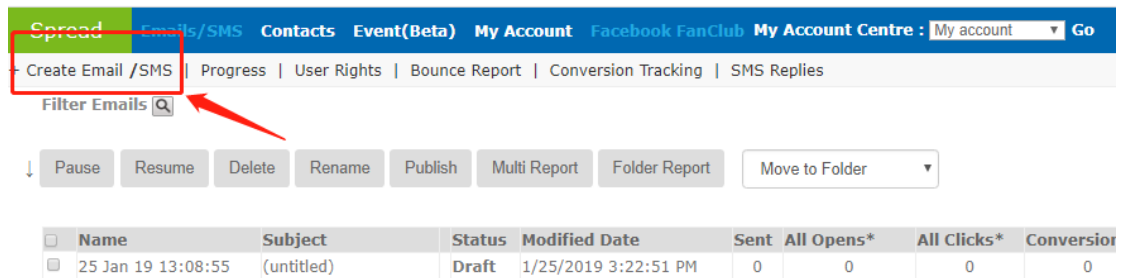
- 1) When you finish your design and would like to check the layout, links embedded, click “test” in right of the Smart editor.



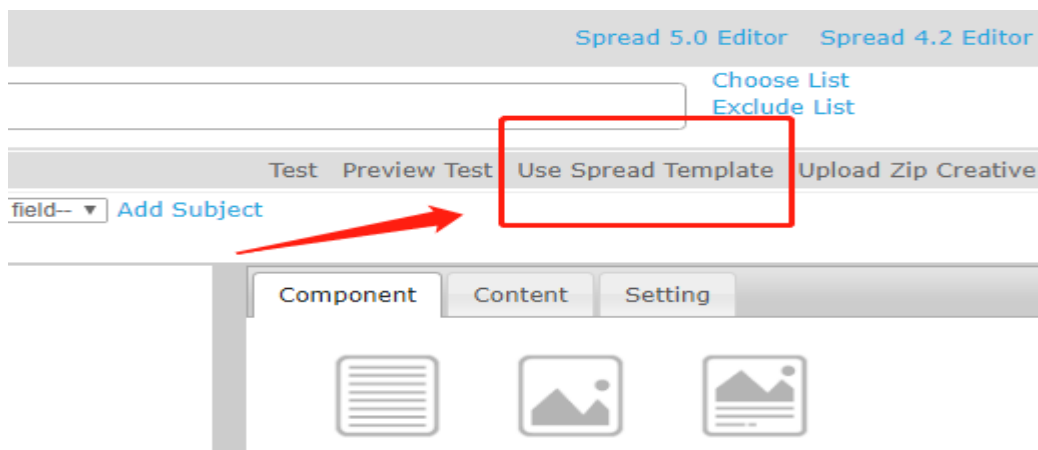
- 2) Type in the email address you would sent.
- 3) Click “Send”.

## Use Free Template

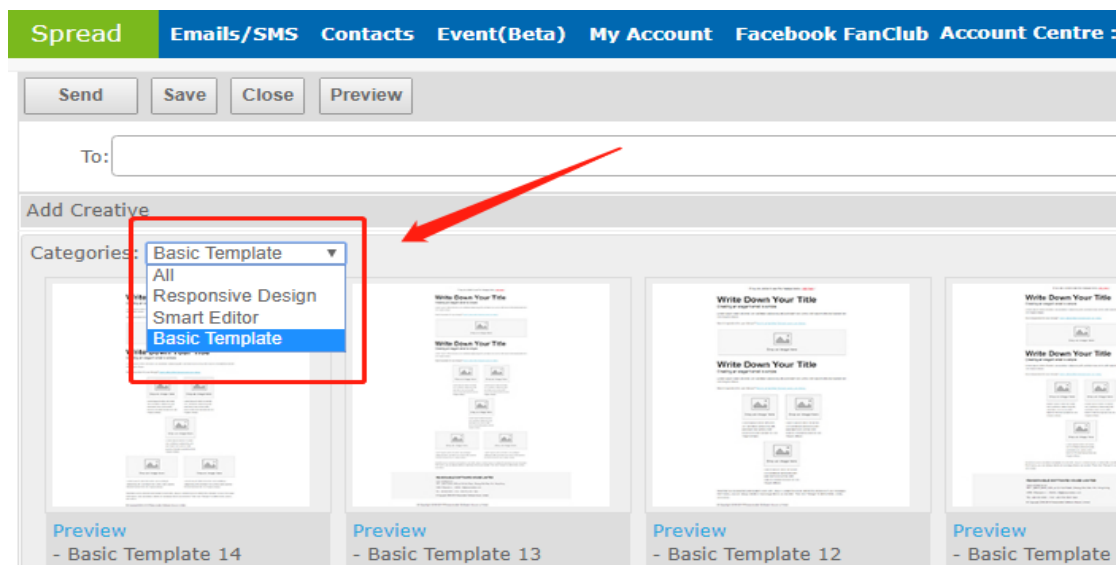
- 1) Click "Create Email".



- 2) Enter the Smart Editor interface and then click "Use Spread Template" on the right.



- 3) Choose the category of template on the left, click on the template you want and insert.



# Manage contact list

## Upload Contact

- 1) Import contact information by uploading excel
  - i. Click "Contacts" in header
  - ii. Click "Add or import"
  - iii. Click "Download header template"
  - iv. Fill in contact information accordingly
  - v. Upload the excel file

The screenshot shows the 'Upload Contact' form with several elements highlighted by red boxes and arrows:

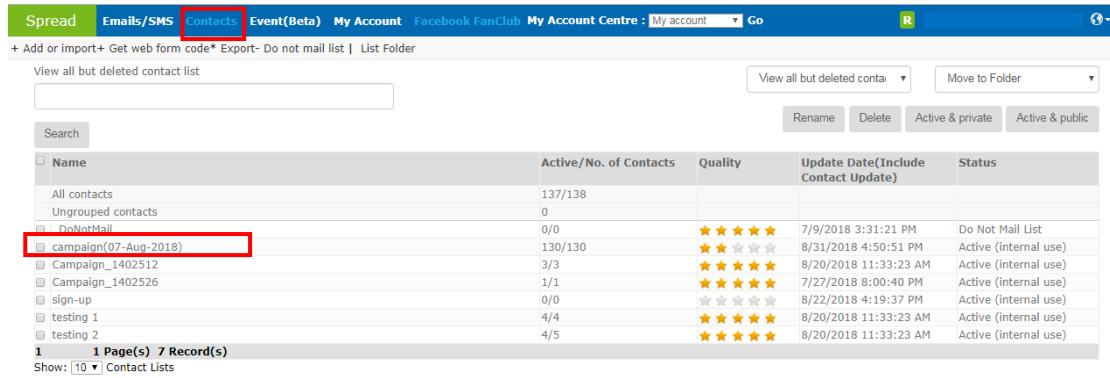
- The 'Contacts' tab in the top navigation bar.
- The '+ Add or import' button.
- The 'Existing contact list' dropdown menu.
- The 'Text box: (enter email address and contact information per line)' section, including the 'Select header fields here' dropdown and the example text: 'spread@reasonables.com', 'cs@reasonables.com', and 'OR with additional information specified by headers: email address, first name, spread@reasonables.com, Spread, cs@reasonables.com, Reasonable'.
- The 'Upload Excel (.xls or .xlsx), Comma separated value (.csv or .txt):' section, with a '選擇檔案' (Select File) button highlighted.
- The 'Download header template' link.
- The 'Update' dropdown menu.
- The 'Upload' button.

The screenshot shows an Excel spreadsheet with the following header template:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	email addr	first name	middle name	last name	job title	company name	home phone	address1	address2	address3	city	state	country	postal code	sub postal	fax
2																
3																
4																

## Export Active Contacts

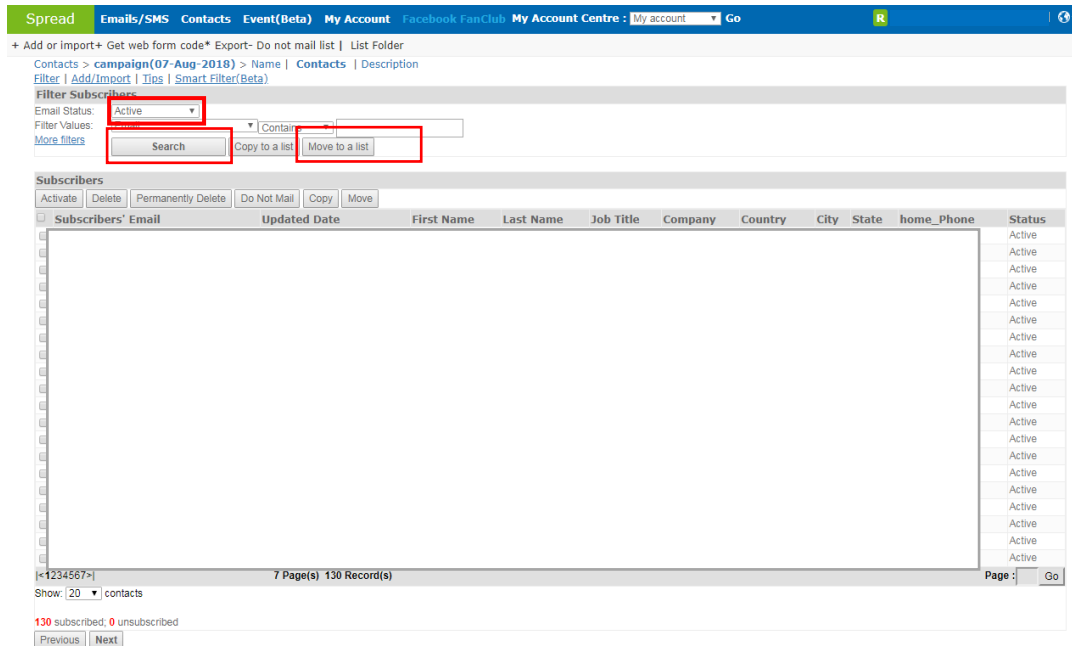
- 1) Click "Contact".
- 2) Click the contact list.



The screenshot shows the HubSpot interface with the 'Contacts' menu highlighted in red. Below the menu, a table lists various contact lists. The 'campaign(07-Aug-2018)' list is highlighted with a red box. The table includes columns for Name, Active/No. of Contacts, Quality, Update Date, and Status.

Name	Active/No. of Contacts	Quality	Update Date(Include Contact Update)	Status
All contacts	137/138			
Ungrouped contacts	0			
DoNotMail	0/0	★★★★★	7/9/2018 3:31:21 PM	Do Not Mail List
campaign(07-Aug-2018)	130/130	★★★★★	8/31/2018 4:50:51 PM	Active (Internal use)
Campaign_1402512	3/3	★★★★★	8/20/2018 11:33:23 AM	Active (Internal use)
Campaign_1402526	1/1	★★★★★	7/27/2018 8:00:40 PM	Active (Internal use)
sign-up	0/0	★★★★★	8/22/2018 4:19:37 PM	Active (Internal use)
testing 1	4/4	★★★★★	8/20/2018 11:33:23 AM	Active (Internal use)
testing 2	4/5	★★★★★	8/20/2018 11:33:23 AM	Active (Internal use)

- 3) Choose "Active" in the email status.
- 4) Click "Search" to filter out all active contacts.
- 5) Click "Move to a list".



The screenshot shows the 'Filter Subscribers' form in HubSpot. The 'Email Status' dropdown is set to 'Active'. The 'Search' and 'Move to a list' buttons are highlighted with red boxes. Below the form, a table of subscribers is visible, with columns for Subscribers' Email, Updated Date, First Name, Last Name, Job Title, Company, Country, City, State, home\_phone, and Status. The status column shows 'Active' for all listed subscribers.

- 6) A form pops up and name the new list.
- 7) Click "Move" and a new list is created.

Where should the email(s) move to?

campaign(07-Aug-2018) or move to a new list:

8) Choose this “active” list when creating a new campaign.

## Do Not Mail List/Activate

### A. To put someone on "Do not mail list"

- 1) Click "Contact".
- 2) Click "Do not mail list".
- 3) Click "Add".
- 4) Upload the email you do not want to send anymore by text or excel.
- 5) Click "upload".

The screenshot shows a web interface for managing a 'Do not mail list'. The top navigation bar includes 'Spread', 'Emails/SMS', 'Contacts', 'Event(Beta)', 'My Account', 'Facebook FanClub', and 'My Account Centre : My account'. Below the navigation bar, there is a breadcrumb trail: '+ Add or Import+ Get web form code\* Export- Do not mail list | List Folder'. The main content area is titled '1. Contact list: Do not mail list' and contains a '2. Data source:' section. This section has two options: 'Text box: (enter email address and contact information per line)' and 'Upload Excel (.xls or .xlsx), Comma separated value (.csv or .txt)'. The 'Text box' option is selected, and it shows a list of email addresses: 'spread@reasonables.com' and 'cs@reasonables.com'. Below the list, there is a note: 'OR with additional information specified by headers: email address, first name; spread@reasonables.com, Spread; cs@reasonables.com, Reasonable'. The 'Upload Excel' option is also visible, with a note: '\* For non-English characters, please upload contact list in .xls or .xlsx format, .csv or .txt format may generate encoding issues. \* According to your current account area, the system will automatically add the country code before the number:852 \* Please following our header naming convention, read instructions | Download header template'. At the bottom of the form, there is a '3. Existed subscriber's process type:' section with an 'Update' dropdown menu and an 'Upload' button.

### B. To active email address which are on "Do not mail list"

- 1) On the same page as shown above, search the email address you would like to activate.
- 2) Tick the address.

+ Add or import+ Get web form code\* Export- **Do not mail list** | List Folder

[Filter](#) | [Add](#) | [Tips](#)

**Filter Contacts**

Contacts' Email:        -

**Contacts**

	Added Date	Status
<input checked="" type="checkbox"/> zzy93120@gmail.com	12/19/2018 4:14:18 PM	Do Not Mail
<input type="checkbox"/> dogzh@yahoo.com.hk	12/19/2018 4:38:46 PM	Do Not Mail

1 Page(s) 2 Record(s)

Show:  contacts

0 subscribed, 0 unsubscribed



# Report

## Get Multi-Report

- 1) Select the campaigns you would like to review.
- 2) Click "Multi-report".

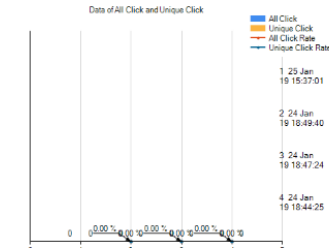
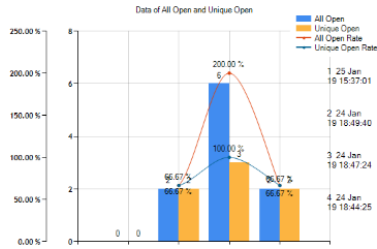
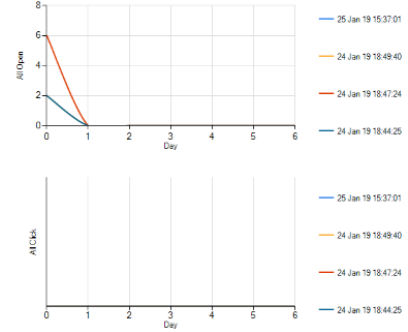
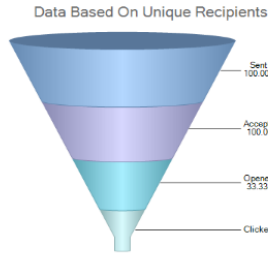
The screenshot shows a web interface for managing campaigns. At the top, there is a navigation bar with tabs: Spread (highlighted in green), Emails/SMS, Contacts, Event(Beta), My Account, and Facebook FanClu. Below the navigation bar, there is a search bar labeled "Filter Emails" and a row of action buttons: Pause, Resume, Delete, Rename, Publish, Multi Report (circled in red), and Folder Report. Below the buttons is a table with columns: Name, Subject, Status, and Modified Date. The table contains 11 rows of campaign data. A red box highlights the first four rows of the table, which are all in "Draft" status. The "Multi Report" button is circled in red, indicating it should be clicked after selecting the campaigns.

<input type="checkbox"/>	Name	Subject	Status	Modified Date
<input type="checkbox"/>	25 Jan 19 19:13:49	(untitled)	Draft	1/25/2019 7:16:52 PM
<input type="checkbox"/>	25 Jan 19 16:42:25	(untitled)	Draft	1/25/2019 6:07:09 PM
<input checked="" type="checkbox"/>	25 Jan 19 15:37:01	(untitled)	Draft	1/25/2019 3:38:54 PM
<input type="checkbox"/>	25 Jan 19 15:31:58	(untitled)	Draft	1/25/2019 3:33:51 PM
<input type="checkbox"/>	25 Jan 19 13:08:55	(untitled)	Draft	1/25/2019 3:22:51 PM
<input type="checkbox"/>	24 Jan 19 18:52:11	father's day	Sent	1/24/2019 6:54:23 PM
<input checked="" type="checkbox"/>	24 Jan 19 18:49:40	BAG	Sent	1/24/2019 6:51:23 PM
<input checked="" type="checkbox"/>	24 Jan 19 18:47:24	men clothes	Sent	1/24/2019 6:48:31 PM
<input checked="" type="checkbox"/>	24 Jan 19 18:44:25	SNACKS	Sent	1/24/2019 6:46:45 PM
<input type="checkbox"/>	24 Jan 19 18:25:41	mid autumn day sa	Sent	1/24/2019 6:39:07 PM

3) A multi-report is generated as shown below:

Campaign:  
 25 Jan 19 15:37:01  
 24 Jan 19 18:49:40  
 24 Jan 19 18:47:24  
 24 Jan 19 18:44:25

Sent	9 (100.00 %)
Accepted	9 (100.00 %)
All Open	10 (111.11 %)
Unique Open	3 (33.33 %)
All Click	0
Unique Click	0
Conversion	0
Spam	0
Unsubscribed	0
Bounce	0
Hard Bounce	0
Soft Bounce	0
Sent failed	0
Start Time	1/24/2019 3:02:19 AM
Finish Time	1/24/2019 7:04:06 PM
Sent Per Hour	1



Get Report on Open by Hour/Day Report for One Campaign

- 1) Click the “subject” of campaign you would like to review in home page.

Spread **Emails/SMS** Contacts Event(Beta) My Account Facebook FanClub My Account Centre : My ac

[+ Create Email /SMS](#) | [Progress](#) | [User Rights](#) | [Bounce Report](#) | [Conversion Tracking](#) | [SMS Replies](#)

Filter Emails

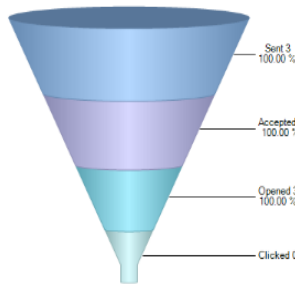
<input type="checkbox"/>	Name	Subject	Status	Modified Date	Sent	All Opens*
<input type="checkbox"/>	25 Jan 19 19:13:49	(untitled)	Draft	1/25/2019 7:16:52 PM	0	0
<input type="checkbox"/>	25 Jan 19 16:42:25	(untitled)	Draft	1/25/2019 6:07:09 PM	0	0
<input checked="" type="checkbox"/>	25 Jan 19 15:37:01	(untitled)	Draft	1/25/2019 3:38:54 PM	0	0
<input type="checkbox"/>	25 Jan 19 15:31:58	(untitled)	Draft	1/25/2019 3:33:51 PM	0	0
<input type="checkbox"/>	25 Jan 19 13:08:55	(untitled)	Draft	1/25/2019 3:22:51 PM	0	0
<input type="checkbox"/>	24 Jan 19 18:52:11	father's day	Sent	1/24/2019 6:54:23 PM	3	10 (333.33%)
<input checked="" type="checkbox"/>	24 Jan 19 18:49:40	BAG	Sent	1/24/2019 6:51:23 PM	3	2 (66.67%)
<input checked="" type="checkbox"/>	24 Jan 19 18:47:24	men clothes	Sent	1/24/2019 6:48:31 PM	3	6 (200%)
<input checked="" type="checkbox"/>	24 Jan 19 18:44:25	SNACKS	Sent	1/24/2019 6:46:45 PM	3	2 (66.67%)
<input type="checkbox"/>	24 Jan 19 18:25:41	mid autumn day sa	<input checked="" type="checkbox"/> Sent	1/24/2019 6:39:07 PM	3	3 (100%)
<input type="checkbox"/>	24 Jan 19 16:01:57	bag 1.24	Draft	1/24/2019 5:22:34 PM	0	0

2) A campaign report is generated as shown. Scroll down and view statistic of “open/click by day”.

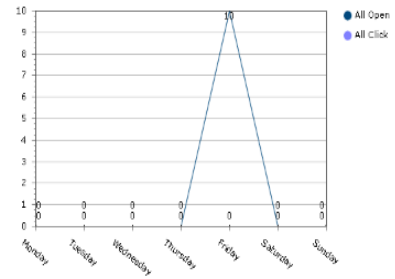
Report By

Summary URL Contact List Domain Device

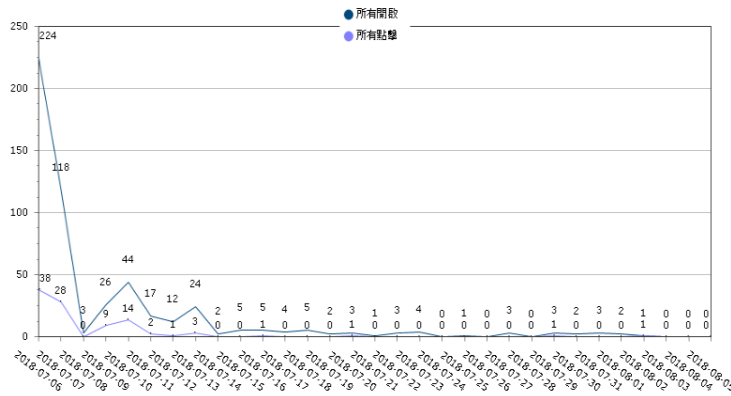
Sent	3 (100.00 %)
Accepted	3 (100.00 %)
All Open	10 (333.33 %)
Unique Open	3 (100.00 %)
All Click	0
Unique Click	0
Conversion	0
Spam	0
Unsubscribed	0
Bounce	0
Hard Bounce	0
Soft Bounce	0
Sent failed	0
Start Time	1/24/2019 6:55:43 PM
Finish Time	1/24/2019 7:06:11 PM
Sent Per Hour	17



Open/Click Day Of Week



Open/Click By Day(Only 30 days data showed)



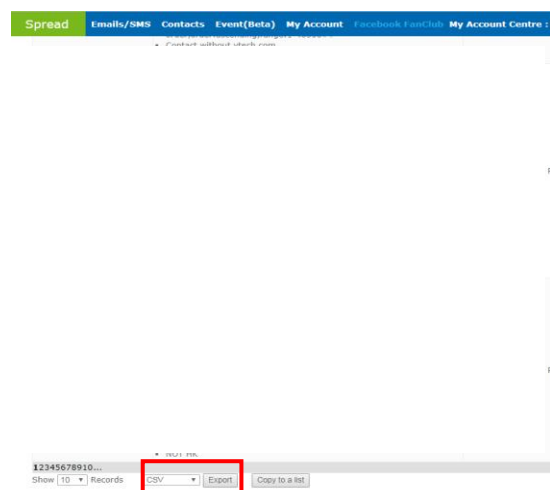
## Report on Reasons of Bounce; Export Bounce Contact List

- 1) Click the "Bounce" no. of the campaign you would like to review in home page.

Expiry Date: No  
Email Remainin  
Current Usage

Status	Modified Date	Sent	All Opens*	All Clicks*	Conversions	Bounces#	Spam Reports
Sent	1/7/2019 6:47:08 PM	1380	758 (61.68%)	72 (5.86%)	0	151 (10.94%)	2 (0.16%)

- 2) A campaign report is generated.
- 3) Scroll down and click on no. in "Bounce" row.
- 4) A bounce report will be generated. Choose the type of file you would like to export and click "Export".



- 5) A link for report download will be sent to your log in email.

# Create subscription box & signup form

## Create Newsletter Subscription Box

- 1) Click "Contacts"
- 2) Click "Get web form code".
- 3) Click "Click here to get Code" under "1. Newsletter subscription box".

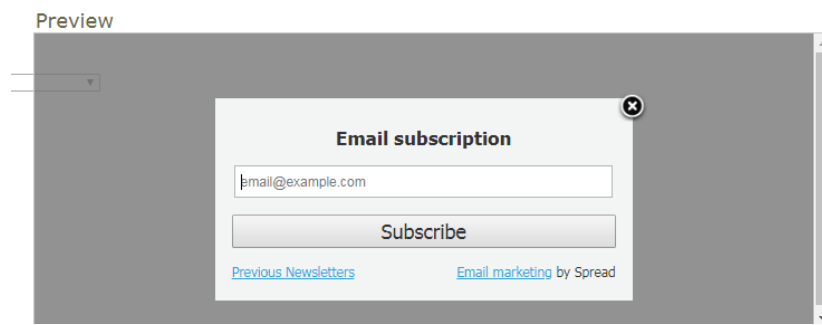
The screenshot shows the Spread CRM navigation bar with 'Contacts' highlighted. Below the navigation bar, there are several options: '+ Add or Import+', 'Get web form code\*', 'Export- Do not mail list | List Folder', and 'You can build your own permission email list. Spread provides several contacts list builders to help you grow'. Under the 'Get web form code\*' option, there are two sub-options: '1. Newsletter subscription box' (circled in red) and '2. Custom SignUp Form'. The '1. Newsletter subscription box' option includes a 'Click here to Get Code' link and a preview of the subscription form. The '2. Custom SignUp Form' option includes a 'Click here to Get Code' link and a preview of a custom sign-up form.

- 4) Choose a contact list that your new subscribers will add in on the left.
- 5) Choose the mode of subscription box on the left.
- 6) Copy the text in the box on the right and paste it to your own page.

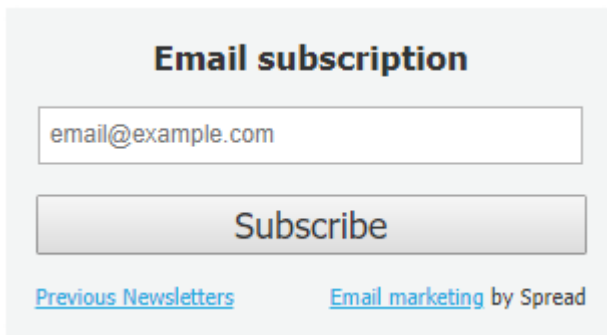
The screenshot shows the 'Form Option' and 'Preview' sections of the Spread CRM interface. The 'Form Option' section has a 'Choose Contact List' dropdown menu (circled in red) with 'Testing 1 (4)' selected. Below it, there are fields for 'Title' (containing 'Email subscription') and 'Mode'. The 'Mode' section has three radio buttons: 'Embedded' (selected), 'Pop up', and 'Hanging'. There are also checkboxes for 'Include archive link' and 'Powered by'. A red arrow points from the 'Embedded' radio button to the 'Preview' section. The 'Preview' section shows a form titled 'Email subscription' with an email input field containing 'email@example.com' and a 'Subscribe' button. Below the form, there are links for 'Previous Newsletters' and 'Email marketing by Spread'. At the bottom of the 'Preview' section, there is a 'Copy/paste onto your site' section (circled in red) with a yellow highlight. It contains the following HTML code: 

```
<-ReasonableSpread.com Subscription Form Begin-->
<div id = "SpreadFormSample" >
<table cellpadding="15" cellspacing="0" border="0" style=" width: 338px; background-color: #F3F5F5; " >
<tr><td style="border-radius: 6px 6px 6px 6px; border: 1px #F3F5F5 solid; border-collapse: collapse;" >
<table width = "100%" cellpadding="0" cellspacing="0" border="0" ><tr><td align="center" >
<span style="font-family:tahoma, arial, helvetica, sans-serif; font-size:19px; font-weight:bold; color:#333333;" >Email
subscription</span></td></tr>
<tr><td height="15"></td><tr><td align="center" height="33"><span style = " background-color: white; display: inline-block;border:1px solid #666666;width: 90%;height:30px;" >
<input id="txtSpreadEmail" type="text" placeholder="email@example.com" onfocus="spreadClearMsg()" >
</td></tr>
</table>
</td></tr>
</table>
</div>
```

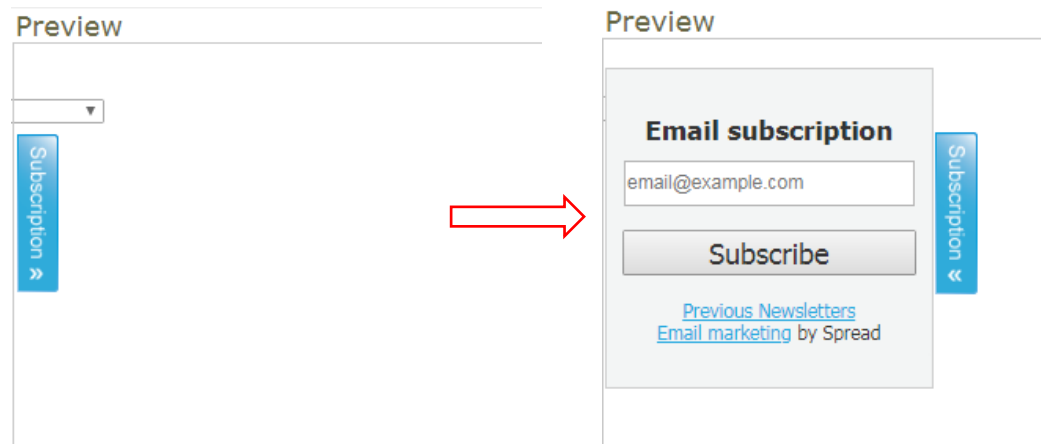
Pop up mode:



Embedded mode:

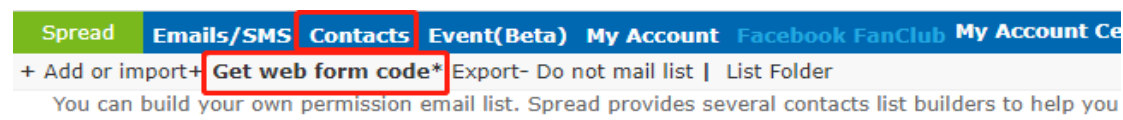


Hanging mode:



## Create Subscription Form

- 1) Click "Contacts" in header and then "Get web form code".
- 2) Click "Edit My forms/Get code".



Spread Emails/SMS **Contacts** Event(Beta) My Account Facebook FanClub My Account Ce


+ Add or import+ **Get web form code\*** Export- Do not mail list | List Folder

You can build your own permission email list. Spread provides several contacts list builders to help you

### 1. Newsletter subscription box

Add this HTML code to your website to turn website visitors to customers.

[Click here to Get Code](#)

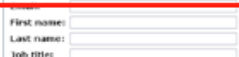


Preview

### 2. Custom SignUp Form

Invite visitor to sign up.

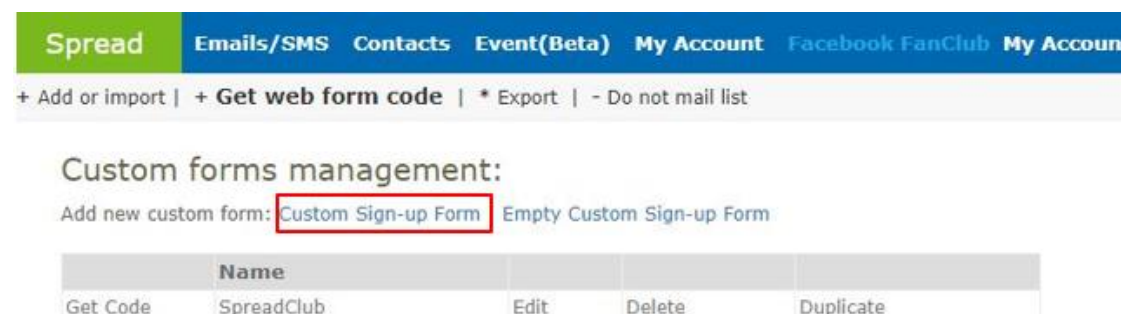
[Click here to Get Code](#)



Edit My forms/Get code

Preview

- 3) Click "Custom Sign-up Form".



Spread Emails/SMS Contacts Event(Beta) My Account Facebook FanClub My Account

+ Add or import | + **Get web form code** | \* Export | - Do not mail list

### Custom forms management:

Add new custom form: **Custom Sign-up Form** Empty Custom Sign-up Form

Name				
Get Code	SpreadClub	Edit	Delete	Duplicate

- 4) Fill in the information page by page.
  - i. Decide which contact list will the subscriber add in.
  - ii. Decide what website will auto redirect to when the sign-up finishes.
  - iii. Click "Next".



Create Custom Form:

Save All Save & Back Back

**Basic information** Basic information

**Sign up instructions** Form name: 9/11/2018 2:40:47 PM

**Auto replied letters** **Add contact to group:** -- Please select a contact group --  
 -- Please select a contact group --  
 DemoTraining ( 5 )  
 TrainingDemo ( 5 )

Auto redirect:  Auto Redirect

Language:

Double Opt-in:

Auto Fill Information:  Auto fill detail if email exist in your account.

Save All Save & Back Back Next

iv. Edit the sign-up form instruction.

Edit Custom Form:

Save All Save & Back Back

**Basic information** Sign up box

**Sign up instructions** Sign up instruction: Sign up by filling the require information

**Auto replied letters** Sign up form

Title: Spread Club Sign-Up Form

Sign up instruction:

Css Class Heading 2 Default Font Size

**Thank you for the interest in joining Spread Club.**

In order for us to be able to inform you about the latest updates and news, please fill in the information below.

Normal HTML Preview <div> <h2> Words:30 Characters:163 (Max 10000 chars)

v. Add and edit the fields for participants to fill in.

Required field(s):

	Display	Required	New Label		ITType	Values (separate with ;)
First Name:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>		<input type="radio"/> T <input type="radio"/> C <input type="radio"/> L	
Middle Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>			
Last Name:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>			
Job Title:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>			
Company/organization:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>			
Phone:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>			
<a href="#">More&gt;&gt;</a>						
Address:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>			
City:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>			
State/Province:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>			
Country:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>			
Postal Code:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>			
Fax:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>			
Web address(URL):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>			
Salutation/title:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>			
Gender:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>			
Date 1:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>			
Date 2:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>			
Custom	Display	Required	New Label		ITType	Values (separate with ;)
Custom field 1:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Nickname		<input type="radio"/> T <input type="radio"/> C <input type="radio"/> L	
Custom field 2:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Services that you are interested:		<input type="radio"/> T <input type="radio"/> C <input type="radio"/> L	EDM: SMS Marketing; Email Rental
Custom field 3:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Age		<input type="radio"/> T <input type="radio"/> C <input type="radio"/> L	18 or below;18-30;31-50;50+;N/A

- ✧ Tick the box in the column “Display” to choose the fields shown in signup page
  - ✧ Tick the box in the column “Required” to set required fields that participants must fill in to finish signup
  - ✧ The column “New Label” let you to rename the fields
  - ✧ In Custom field rows, choose the answer type in the column Type. T = text; C = check (can choose more than one option); L = list (can choose only one option)
  - ✧ In the column Values, type in the options and separate with “;”
- vi. Edit successful sign up message.
- vii. Click “Next”.



- viii. Edit the thank you letter and confirmation letter for successfully signed up participants.
- ix. In Notification email row, type in the email address that would receive email notification once a person signed up successfully.

## Edit Custom Form:

Save All Save & Back Back

Basic information Auto replied letters

Sign up instructions Thank you letter subject: Thank you for your sign-up to Spread Club! (Max 255 chars)

Auto replied letters Thank you letter content:

Css Class Paragraph Default Font Size

**B** *I* U

**Dear Valued visitor,**

Thank you for your sign-up!  
Welcome to [Name]. We are happy to have you as a member of our community. Your email address has been recorded.  
In the future, you will receive emails about our events.

We will not sell, rent, or give your email address to anyone. If you would like to unsubscribe in the future, click the "UNSUBSCRIBE..." hyperlink at the **most Top/bottom** of any email.

If you have any enquiry, please feel free to contact us.

Yours sincerely,

Normal HTML  Preview  **<strong>**

Words:86 Characters:516

(Max 10000 chars)

Notification email: tpoon@reasonable.hk (Max 1000 chars)

Tips: Who should receive email notification once a person signed up to this contact list? Enter the email address here, separate multiple email addresses by ';'. For example, Spread1@mail.com; Spread2@mail.com

Previous Finish

- 5) Click "Finish".

\*\*\*

If you still have any questions in using Spread, please feel free to contact our Account Manager, Ms Tracy Cheung via 3590 4869 / [tcheung@reasonable.hk](mailto:tcheung@reasonable.hk) for assistance.

Thanks.